

**STATEMENT OF PROCEEDINGS FOR THE REGULAR MEETING OF THE  
LOS ANGELES REGIONAL CRIME LABORATORY  
FACILITY MANAGEMENT COMMITTEE  
LEROY D. BACA MEDIA CENTER  
HERTZBERG-DAVIS FORENSIC CENTER  
1800 PASEO RANCHO CASTILLA  
LOS ANGELES, CA 90032**



Proud Partner

**Tuesday, May 21, 2013  
10:00 AM**

AUDIO LINK FOR THE ENTIRE MEETING. (13-2455)

**Attachments:** [AUDIO](#)

Present: Chair Patty Huber, Representative Dardy Chen and  
Representative Kirk Albanese  
Excused: Representative Glen Dragovich and Representative Carlos  
Portillo  
Call to Order. (13-2344)

**Patty Huber, Chairperson, called the meeting to order at 10:09 a.m.**

**I. ADMINISTRATIVE MATTERS**

1. Approval of May 30, 2012 Facility Management Committee meeting minutes.  
(13-2345)

**On motion of Representative Chen, seconded by Representative Albanese  
and unanimously carried, the May 30, 2012 minutes were approved.**

**Attachments:** [SUPPORTING DOCUMENT](#)

2. Receive and File the approved Facility Coordinating Committee (FCC) minutes  
for:

April 11, 2012, Meeting Minutes  
May 09, 2012, Meeting Canceled  
June 06, 2012, Meeting Minutes  
July 11, 2012, Meeting Minutes  
August 08, 2012, Meeting Minutes  
September 11, 2012, Meeting Minutes  
October 08, 2012, Meeting Minutes

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November 14, 2012, Meeting Minutes  
December 12, 2012, Meeting Minutes  
January 09, 2013, Meeting Minutes  
February 13, 2013, Meeting Minutes  
March 13, 2013, Meeting Minutes  
April 10, 2013, Meeting Minutes (13-2346)

**On motion of Representative Chen, seconded by Representative Albanese and unanimously carried, the FCC Meeting Minutes were received and filed.**

**3. Introduction of New FMC Representatives. (13-2347)**

**Chairperson Huber, introduced new Facilities Management Committee Representatives, Kirk Albanese, Glen Dragovich and Carlos Portillo.**

**4. Election of 2014 Officers. (13-2348)**

**On motion of Chairperson Huber, seconded by Representative Albanese, the Committee unanimously elected Representative Chen as the Chairperson for 2014.**

**II. REPORTS**

**5. REQUIRED TOPICS**

- Parking
- Interagency Cooperation
- Dispute Resolution
- Security and Access
- Emergency Evacuation Plan
- Contracts
- Report by Facility Manager
- Report from the Facility Coordinating Committee:
  - o David Walters, Los Angeles Sheriff's Department
  - o Yvette Burney, Los Angeles Police Department
  - o Denise Herz, California State University Los Angeles (13-2349)

**PARKING**

**Scott McIntyre, Facility Manager, reported that plans for slurry coat and restriping the parking lot are completed and additional parking spaces are available.**

**INTERAGENCY COOPERATION**

**There was no discussion on this item.**

## **DISPUTE RESOLUTION**

There was no discussion on this item.

## **SECURITY AND ACCESS**

Scott McIntyre reported that powered door closers for the main lobby doors and the entrance to the pavilion are 100% complete. Automatic door openers have been placed to facilitate access to persons with disabilities.

Representative Albanese expressed concern over the issue of unassigned staff having access to the Firearm Library.

Harley Segara, California Forensic Science Institute (CFSI), affirmed that only staff assigned to the Firearm Library are issued access cards.

David Walters, Los Angeles Sheriff's Department (LASD), re-affirmed that the issue has been resolved.

## **EMERGENCY EVACUATION PLAN**

Scott McIntyre stated that the previous Evacuation Drill took place on November 15, 2012 with no incidents; the next drill will take place in November 2013.

Representative Albanese expressed concern over the recent series of bomb threats and armed suspects. Mr. McIntyre stated that the California State University, Los Angeles (CSULA) and Los Angeles Regional Crime Laboratory evacuation went according to plan; however, the traffic caused by vehicles trying to exit the area caused major delays.

Representative Albanese suggested adding a traffic plan to the existing evacuation plan that would include the collaboration of Central Traffic Control, California Highway Patrol (CHP), Los Angeles Police Department (LAPD), Los Angeles County Sheriff's Department (LASD) and CSULA Police Department.

David Walters provided an overview of the effect that recent events had on increasing communication between agencies. He stated that an email alert system that includes the LASD, CSULA Police Department and Crime Lab key staff has been created to facilitate communication in case of an emergency. Mr. Walters added that a tactical plan is in progress and LASD is looking into purchasing multiband radios.

Representative Albanese re-iterated the importance of a traffic plan and recommended a Traffic Plan Committee comprised of CHP, Central Traffic Control, LAPD, LASD and CSULA Police Department be created to reduce evacuation time.

#### **CONTRACTS**

Scott McIntyre reported on the following four contracts that are being processed through the LASD's procurement system:

- Bio-waste removal
- Lead cleaning for the fire arms operations
- Reverse Osmosis water system maintenance
- Autoclave equipment

Mr. McIntyre also reported on housekeeping and landscaping services that are procured through CSULA. In addition, Mr. McIntyre stated that the mechanical system maintenance contract expired on October 1, 2012 and a new contract was voted by the Los Angeles Regional Crime Lab Authority (JPA) on December 12, 2012.

#### **REPORT BY FACILITY MANAGER**

Scott McIntyre provided a brief overview of the Reconciliation Statement. In addition, Mr. McIntyre stated that \$50,000 of the remaining Grants Account surplus has been set aside for the installation of the new audio/visual system, approved by the JPA.

#### **DAVID WALTERS**

This item was discussed under Security and Access and Emergency Evacuation Plan.

#### **YVETTE BURNEY**

Joseph Hourigan, LAPD, spoke on behalf of Yvette Burney. Mr. Hourigan reported on the successful collaboration between LAPD and LASD law enforcement agencies. Mr. Hourigan stated that support for analyzing arson evidence was needed and LASD was able to help complete the task; a new x-ray defragmenter has been purchased and LASD staff will be trained on how to operate it. In addition, the summer internship program has been beneficial to both law enforcement agencies and many students have been trained and hired through the program.

**DENISE HERZ**

Denise Herz, Director of the School of Criminal Justice and Criminalistics at CSULA, expressed her gratitude with the Facility Coordinating Committee (FCC) staff. The university currently offers programs for both the Criminal Justice and Criminalistics department. Ms. Herz added that interest in these programs has increased.

**III. DISCUSSIONS**

6. Consideration of Future Agenda Items. (13-2350)

**There were none.**

**IV. MISCELLANEOUS**

7. Matters not on the posted agenda, to be discussed and (if requested) placed on the agenda for action at a future meeting of the Committee, or matters requiring immediate action because of an emergency situation or where the need to take action arose subsequent to the posting of the agenda. (13-2351)

**Representative Albanese, questioned the amount of on-site sworn personnel from both law enforcement agencies. He expressed concern over an Evacuation Plan that consists of both agencies' collaboration.**

**David Walters, Los Angeles County Sheriff's Department, confirmed that they have a tactical plan in place and make use of all resources.**

**Public Comment**

8. Opportunity for members of the public to address the Committee on items of interest that is within jurisdiction of the Committee. (13-2352)

**No members of the public addressed the Commission.**

**Adjournment**

9. Adjournment for the Meeting of May 21, 2013. (13-2353)

**There being no further business, the meeting adjourned at 10:45 a.m.**